



Douglas M. Duncan  
County Executive

# CONSTRUCTIVE COMMENTS

MONTGOMERY COUNTY DEPARTMENT OF  
**PERMITTING SERVICES**  
JANUARY 2005



Robert C. Hubbard  
Director

## DO I NEED A PERMIT FOR THAT?

Most everyone understands that if you are building a new house in Montgomery County you need a building permit. But did you know that a building permit is required for sheds and decks? For fences and for some types of interior alterations too? How about for plumbing changes?

A building permit is required for all new construction and additions in Montgomery County and its municipalities (with the exceptions of the Cities of Rockville and Gaithersburg). Building permits are intended to protect the public by ensuring that construction is completed with adequate provisions for structural strength, emergency egress, sanitation, lighting, ventilation, and fire safety.

DPS can help you understand when a building permit is needed for your project. And, applying for a permit doesn't have to be a hassle. You can find the information on-line at the DPS website:

<http://www.montgomerycountymd.gov/permittingservices>. You can also give us a call at 240-777-6370 to talk with a Permit Technician who can answer your application questions.

DPS even offers a "Fast-Track" process for minor single-family-dwelling additions/alterations and for construction of accessory structures (like sheds). Fast-Track is also available for expediting permits for interior alterations in existing commercial buildings.

Listed below are some common home-improvement projects that require building permits. The chart shows what documents must be submitted with the building-permit application and the minimum fees that apply. You can use this as a guideline for your next "honey-do" job.

Continued

TYPES	SITE PLAN* (2 COPIES)	CONSTRUCTION DRAWINGS** (2 COPIES)	BROCHURE *** (2 COPIES)	ENERGY WORKSHEET & INFORMATION (2 COPIES)	ELEVATIONS	MINIMUM FEE <sup>1</sup>
Addition	X	X		X	X <sup>6</sup>	\$165.00
Interior Alteration		X				\$165.00
Basement Renovation		X				\$165.00
Bay Window	X	X			X <sup>6</sup>	\$165.00
Attached Carport	X	X				\$165.00
Deck	X	X				\$165.00
Deck - less than 500 square ft.	X	X				\$96.80
Fence	X					\$39.60
Fireplace (Masonry)	X	X				\$165.00
Garage	X	X			X <sup>6</sup>	\$165.00
Gazebo	X	X				\$165.00
Hot Tub	X		X <sup>2</sup>			\$66.00
Patio/Slab (w/footings)	X	X <sup>3</sup>				\$165.00
Porch	X	X			X <sup>6</sup>	\$165.00
Breezeway	X	X			X <sup>6</sup>	\$165.00
Retaining Wall	X	X <sup>3</sup>				\$165.00
Roof (structural)		X <sup>4 &amp; 5</sup>			X <sup>6</sup>	\$165.00
Swimming Pool (including fence, if applicable)	X	X				Above ground = \$132.00 In-ground =
Shed (1 sq. ft. to 200 sq. ft.)	X	X				\$66.00
Shed (201 sq. ft. or greater)	X					\$165.00 or \$0.1748 per Sq. Ft.

**ALL FEES SHOWN INCLUDE A 10% AUTOMATION-ENHANCEMENT FEE**

<sup>1</sup> Higher fees may be required depending on the type and square footage of the building or structure.

<sup>2</sup> Showing manufacturer's installation requirements, U.L. listing and if hot tub, weight of tub filled

<sup>3</sup> Cross-Sectional Views

<sup>4</sup> Replacing existing shingles or adding a second layer does not require a permit.

<sup>5</sup> Elevations and framing details

<sup>6</sup> Architectural drawings with floor plans to include location of: the furnace, water heater, electrical panel, smoke detectors, stairs with ceiling heights, including the height under beams and pipes, sizes of windows, and sizes and uses of rooms

\*\*\*\*\*  
\*\*\*\*\*

**MUST SUBMIT:**

\* Two copies of a site plan, drawn to scale (1"=30'; 1"=20'), showing the size and location of all new construction and all existing structures on the site, distances from lot lines and established street grades, drawn in accordance with an accurate boundary line survey

\*\* Two copies of construction plans drawn to scale (1/4"=1'; 1/2"=1'), with sufficient clarity and detailed dimensions to show the nature and character of the work to be performed, including floor plans, cross sections and window and door schedules

\*\*\* Two copies of manufacturer's installation instructions and requirements

\*\*\*\* If property is located within Barnesville, Brookeville, Laytonsville, Poolesville or Washington Grove, a letter of approval or copy of permit submitted at time of application

NOTE: If the property is in a Municipality, Special Taxing District or Common Ownership Community, contact these entities to assure that you are in compliance with their processes/requirements.

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**NOTE:**

THESE TYPES OF PERMITS ARE ACCEPTED FOR PROCESSING BETWEEN THE HOURS OF 7:30A.M. AND 4:00P.M. WEEKDAYS.

The minimum permit fee is \$150.00 plus the 10% automation enhancement fee (\$165.00), except for the following:

- Fences - \$39.60
- Accessory structures of fewer than 200 sq. ft. - \$66.00

- Swimming Pools (see above)
- Decks of fewer than 500 square feet - \$96.80



***AS I SEE IT ...***  
**by DPS DIRECTOR**  
**ROBERT HUBBARD**

Happy New Year! In upcoming editions of “Constructive Comments,” we hope to take the mystery out of applying for a permit, having the application reviewed, having the permitted work inspected, and submitting to the technical/scientific requirements of code compliance. I believe that this “demystification” can facilitate our efforts to provide the best possible public service.

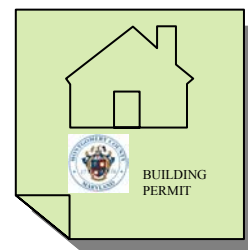
In this edition we are examining how to apply for a permit. This process usually begins with an applicant filling out a form. The application form first asks who the applicant/the permittee is, where the proposed work is going to occur, and what type of work is being proposed; it also asks for more detailed information about the applicant or site. (Most of our applications require a filing fee, so please come prepared for this eventuality.)

The form and its accompanying documents, plans, and reports are the foundation for our evaluation of a building project. Completing a form correctly and accurately reduces the possibility of a legal challenge to the permit once it has been approved. It insures that the application is routed to the proper agencies for reviews. It saves time, because accurate responses on applications, such as

valid contractors’ license numbers, are easily verified by the department. And, it allows our inspectors to both find a jobsite and perform the inspection without having to delay the project because of contradictory or inaccurate representations on the permit application.

Specifically, it is crucial that permit applicants take time to review the application and instruction guidelines before completing the form, respond to all questions on the form honestly, ask questions about the form as needed, attach all required plans and reports, sign and date the form, and provide their phone numbers/e-mail addresses so that they can be contacted about the application, especially regarding permit approval and pick-up. Believe me, everybody will have a positive permitting experience if they follow these simple but often overlooked prescriptions.

The success of any permitting program rests with the knowledge and commitment of its employees. Permit applicants should not hesitate to ask questions of our Permit Technicians, Permitting Services Specialists, and Permitting Services Inspectors, all of whom are conversant with application requirements and know how to get information outside their specific work domains. They and their managers are eager to guide clients through the seemingly mysterious but ultimately straightforward realm of Montgomery County permitting.



## **HOW TO APPLY FOR A PERMIT: GETTING THROUGH ZONING**

As part of the process for getting a permit, your plans will be reviewed by a Permitting Services Specialist to ensure compliance with the zoning ordinance. This review will include calculations of setbacks, building heights, stories, allowable exemptions, and established building lines.

Your building-permit submission must include two (2) site plans prepared by a land surveyor or civil engineer and must show the following:

- Scale
- Property lines with bearings and distances
- Existing topography and proposed grading at contour intervals of not more than two feet
- Locations of existing and proposed streets showing approved street grade in front of the middle of the house
- Existing and proposed structures properly identified, accurately located, and dimensioned
- Other existing/proposed site features such as sidewalks, steps, porches, driveways, mechanical equipment
- Location, height, and area of all structures
- Front, side, and rear setbacks
- Plat number
- Final grade elevation at foundation
- Grade elevation at basement slab, first floor, and at the mean between the eaves and ridge of the roof
- Established building line if located in R-60, R-90, R-150, R-200 zone
- Lot coverage (lot area covered by buildings)
- Location and identification of all easements

The most common reason for a delay in the review of plans is insufficient information in the submittal package. However, if the above information is provided in compliance with the zoning ordinance, you will have no problem in getting your plans approved.

For additional information about zoning plan review, please call 240 777-6240.

NOTE: Sometimes the plan reviewer will require additional information.



## **HOW TO OBTAIN A DRIVEWAY PERMIT**

A Driveway Permit is required to construct a new driveway, modify an existing driveway, or install a temporary construction entrance within the public right-of-way ("ROW"). Its purpose is to ensure the stability of the public roadway and provide for safe and uniform access from abutting properties. The permit covers any necessary sidewalk, curb-and-gutter, shoulder and ditch improvements.

The simplest way to obtain a Driveway Permit is to contact the DPS ROW inspector for your geographic area. An on-line map of inspectors' areas is available at:

[http://permittingservices.montgomerycountymd.gov/permitting/r/InspectionAreas\\_ROW.pdf](http://permittingservices.montgomerycountymd.gov/permitting/r/InspectionAreas_ROW.pdf)

The inspector will make an appointment with you to determine what kind of driveway apron is required. The inspector will fill out the bottom portion of the permit ap-

plication to indicate the bond and permit fee. The inspector will not accept completed applications or bond and permit-fee payments.

After meeting with the inspector, you should complete the rest of the application and mail it to DPS, along with two site plans and the bond and fee. A record plat or a house-location survey would suffice as a site plan. The plans must show the house location and the property lines. Detailed driveway-type drawings are available on the Department of Public Works and Transportation website at:

<http://montgomerycountymd.gov/content/dpw/capital/dcd/htm/standards.htm>

You may also apply for a Driveway Permit by submitting detailed site plans and a completed application to DPS. The plans should show such features as utility poles, guardrails, and easements. A ROW plans reviewer will evaluate the submitted materials for completeness and compliance with engineering requirements. If the plans do not contain sufficient information for the reviewer to determine driveway type and site conditions, he or she might ask an inspector to visit the property to obtain the information. You will be notified by letter of the fee and bond amounts. The application is available on our web site at:

<http://permittingservices.montgomerycountymd.gov/dpstmpl.asp?url=/permitting/docs/nfdoclist.asp#RIGHTOFWAY1>

Please contact the Land Development information line at 240-777-6320 for further information about Driveway Permits.



## **AN ELECTRICAL-PERMIT PRIMER**

An Electrical Permit is required for work that involves installing, repairing, or maintaining any electrical wiring or device designed for conducting, consuming or converting electrical current. This requirement does not apply to installing or replacing electrical-system features such as outlets or lighting fixtures.

Anyone may apply for an Electrical Permit. However, the application must be signed either by a Master Electrician who is licensed in Montgomery County, or by the homeowner, if he or she intends to do the work.

Homeowners who intend to do their own electrical work and meet the criteria for doing so may take a test to obtain a permit. The minimum fee is \$71.00 for residential installations and \$120.00 for commercial installations. Depending on the extent of the work, the fee may be greater than the minimum. For the customer's convenience, a complete fee schedule is printed on the back of the permit application. A 10% Automation Enhancement Fee applies to all permit fees.

Electricians or their representatives may apply in person or by mail. The application will be checked for the following: procedural completeness, valid and current business and Master Electrician's license numbers, an up-to-date insurance certificate, any outstanding Notices of Violation for the premises (outstanding fines will be collected with the permit fee), a Building Permit (if one is required for the work being done), and site plans, as appropriate, showing approval for zoning setbacks. Electrical plans



will be required if no Building Permit is associated with the work and if the work is not replacement work.

Once all of the above conditions have been met, fees will be calculated and collected, a receipt issued, a permit number assigned, and a permit issued.

### **Electrical Permit and License Procedures Now available in Spanish**

An increasing number of Spanish-speaking customers visits DPS daily to apply for electrical permits and licenses and to take the Homeowner's Electrical Exam. Due to the generosity of Ms. Annella Auer of the Montgomery County Volunteer Language Bank, all electrical procedures are now available in Spanish. Ms. Auer spent many hours translating ten procedural documents from English into Spanish. DPS staff then reviewed the documents for technical accuracy. DPS is extremely grateful to Ms. Auer for giving so generously of her valuable time.

## **BUILDING CONSTRUCTION**

### **BUILDING CONSTRUCTION STAFF SERVE ON STATE AND NATIONAL CODES AND STANDARDS COMMITTEES**

As part of a continuing commitment to public safety, Building Construction Division employees have been actively involved at the state and national levels on codes- and standards-writing committees. The employees and the committees on which they serve are (See end of article for definitions of acronyms):

Wayne Grossman, Senior Permitting Services Specialist, ICC International Building Code Interpretation Committee



Tom Heiderer, Permitting Services Specialist, ANSI A117 Committee--Standard on Accessible and Usable Buildings



Stephen King, Senior Permitting Services Specialist, NFPA 45 Committee--Standard on Fire Protection for Laboratories Using Chemicals



Mike Pokorny, Senior Permitting Services Specialist, NFPA 45 Committee --Standard on Fire Protection for Laboratories Using Chemicals, and ICC International Fire Code Interpretation Committee



George Muste, Permitting Services Manager, ACI Committee 314-- Simplified Design of Concrete Buildings, and ACI Committee 332-- Residential Concrete Work

Phil Wacławski, Permitting Services Manager, Treasurer, Maryland Building Officials' Association

Shahriar Amiri, Building Construction Division Chief, ICC Mechanical and Plumbing Code Council, ICC Code Technology Committee, ANSI A117.1 Committee--Standard on Accessible and Usable Buildings, ASTM E54--Homeland Security Applications, and First Vice-President, Maryland Building Officials' Association

ACI	American Concrete Institute
ANSI	American National Standards Institute
ASTM	American Society of Testing and Materials
ICC	International Codes Council
NFPA	National Fire Protection Association

### **DPS HOSTS STRATHMORE TOUR FOR CHINESE DELEGATION**

This fall, as an adjunct to a workshop hosted by the Standards Services Division of the [Global Standards and Information Group](#) at the National Institute of Standards and Technology, DPS sponsored a tour of the newly constructed two-thousand-seat Strathmore Hall concert facility in North Bethesda. (See photos to the right.)

The workshop and tour were designed to provide a forum for an exchange of information between the United States and the People's Republic of China about fire-safety codes and science. The forum focused on the role of fire protection in government and the means by which "best practices" could be developed that maximize public safety, improve confidence in fire-suppression products, and enhance international trade in related goods and services

During the tour, representatives from China's Institute of Building Research in the Ministry of Public Security and the Shenyang Fire Research Institute had an opportunity to see and discuss the fire-sprinkler, fire-alarm, and smoke-evacuation systems in place at Strathmore Hall. They were escorted by Permitting Services Specialists Joe Felton, Mike Pokorny, and Ye Jiang. Ms. Jiang also served as interpreter for the day. DPS Director Robert Hubbard and Building Construction Division Chief Shahriar Amiri also participated in the tour.



Ye Jiang



## LAND DEVELOPMENT

### **RIGHT-OF-WAY PERMITTING AND PLAN-REVIEW NEWS**

#### **Subdivision Record Plats**

##### **What Is A Record Plat?**

A record plat is a drawing or map prepared by a Maryland Registered Land Surveyor that shows/establishes property boundaries (lots/blocks/parcels) and ownership information for properties or groups of properties (as in creation of a subdivision). Record plats also show encumbrances, such as easements or rights-of-way, that affect a property. Record plats are recorded in County Land Records.

##### **Why Is DPS Approval Of A Record Plat Required?**

Chapter 50 of the Montgomery County Code establishes requirements that must be met as a condition of the subdivision-approval process. DPS reviews record plats to ensure that all floodplain, stormwater-management, well-and-septic and, in some cases, zoning concerns are addressed when a subdivision is created. In addition, DPS reviews plats for compliance with conditions set forth by the Montgomery County Department of Public Works and Transportation as part of the preliminary-plan-approval process for subdivisions.

##### **What About Minor Subdivision Plats?**

Minor subdivisions are defined as those subdivisions where the division, resubdivision or assemblage of a lot, tract or parcel of land, including minor adjustments to ex-

isting lot lines, does not require the approval of a preliminary plan of subdivision prior to the submittal of a record-plat application. These plats are reviewed by Maryland National Capital Park and Planning (“M-NCPPC”) Development Review staff according to criteria established in Chapter 50-35A of the Montgomery County Code.

Once M-NCPPC has determined that a plat should follow the minor-subdivision process, the plat is submitted to DPS and the Montgomery County Department of Environmental Protection (“DEP”). DPS can usually expedite minor plat reviews because they are less complex than those for full subdivisions. As with full-subdivision plats, DPS cannot approve a minor plat of subdivision until all DPS and DEP review comments have been addressed.

##### **What Is The DPS Plat-Approval Process?**

Once M-NCPPC assigns an “M-NCPPC Record Plat File Number” to a plat-review application, submittals to both DPS and DEP usually follow immediately so that the three agencies can review the plat concurrently. Upon completion of the review, and, provided that all review comments have been addressed (which could take several review/resubmittal cycles), DPS plat reviewers notify the surveyor to provide DPS with the original mylar record-plat drawing for the Director of DPS to sign. Once the Director has signed the plat, the reviewer returns it to the surveyor. Surveyors then return the original mylar to M-NCPPC for recordation.

##### **What Must I Submit?**

Once the M-NCPPC Record Plat file number is available, applicants may submit the record plat to both DPS and DEP. For DPS submissions, applicants (or their agents, i.e.

surveyors) should consult the DPS website (<http://permittingservices.montgomerycountymd.gov>) for additional items that may need to be submitted in support of the review. At the website, applicants should select “Right-of-Way Permitting and Plan Review” and then “Record Plat Review Checklist.”

### **Whom Do I Call If I Have Questions?**

Contact Permitting Services Specialists Christina T. Contreras at 240-777-6307 or Gerry Mosuela at 240-777-6301 about any matters pertaining to the record-plat-approval process.

### **WELL-AND-SEPTIC NEWS**

For many years, Montgomery County has used escrow accounts to handle fee payments for percolation tests and water-table tests performed for the subdivision of land. Typically, an applicant would pay the “initial” fees subsequent to M-NCPPC Development Review Committee action, and an escrow account would be established. As the testing continued, the escrow account balance would be depleted, and a “negative” escrow balance would develop. Periodically, the Well & Septic Section would mail invoices for the payment of the balances.

Based on guidance from County auditors, the practice of maintaining “negative” balances will be phased out in the spring of 2005, and the following policies will take effect:

All **new** subdivision applications made after February 1, 2005, will be accompanied by the “initial” fees as before. An escrow account will be established, but a “minimum escrow

balance” will be used to prevent the creation of a negative balance. This means that a point will be reached when additional funds will be required for testing to continue. There is a concern that this “pause” may create scheduling problems for the excavator. It will be important for the subdivision applicant to monitor the balance in the escrow account so that delays in testing can be minimized.

For **existing** escrow accounts, all outstanding balances must be paid prior to February 1, 2005. After February 1, 2005, additional funds must be in place prior to testing.

For all accounts, the tentative plan is to set the minimum escrow balance at an amount equal to the number of lots multiplied by the percolation-test fee that is charged per lot. When the escrow balance falls below this minimum amount, a notification will be sent to the applicant, the excavator, and the area inspector. No further tests will be scheduled until the escrow minimum balance is restored. This means that in many cases an escrow balance “surplus” will remain when percolation testing is completed. This surplus will be refunded.

Questions about escrow accounts should be directed to Permitting Services Specialist Gene von Gunten at 240-777-6319.



## **WATER RESOURCES NEWS**

The Water Resources Plan Review Section offers the following news items for the edification of its customers:

### **SWM Facilities Standards**

DPS, in cooperation with the Department of Environmental Protection, is working on new standards for stormwater-management facilities. These standards are designed to insure that the facilities have been properly constructed and will not fail prematurely. DPS has discussed the standards several times with the engineering community. They should be ready for implementation in the spring of 2005.

### **Revised Form**

The information form, "IF-1," which must be submitted with sediment-control permit applications, has been revised and is available on the DPS website. Please start using the revised form immediately.

### **Email List**

Many thanks to Mary Fertig of Apex Environmental for compiling a list of email addresses for many of the engineering firms with whom we work. The list will be a substantial benefit to us when we distribute mass mailings. If you would like to be included on the list, please email Mary at [mfertig@apexenv.com](mailto:mfertig@apexenv.com) or Permitting Services Manager Rick Brush at [rick.brush@montgomerycountymd.gov](mailto:rick.brush@montgomerycountymd.gov).

### **File or Permit Number**

When inquiring about the status of a sediment-control permit, floodplain study, or stormwater-management-concept applica-

tion, please remember to reference the DPS-assigned permit or file number. Many of these types of permits do not relate to a specific address. Therefore, an address or subdivision name may be useless in an information search. Using the file or permit number is the quickest, most accurate way to determine the status of a permit.

### **Fun Facts**

Here's some human-interest trivia about Water Resources Permitting Services Specialists:

- Nadine Piontka is from Aliquippa, Pennsylvania, the hometown of NFL greats Mike Ditka and Tony Dorsett and composer Henry Mancini. Nadine graduated from Indiana University of Pennsylvania ("IUP"). Many years ago IUP was voted as having the worst-looking guys of any campus in the U.S.
- Mike Geier played on the University of Maryland Freshman Baseball team.
- Leo Galanko played quarterback for his high-school football team in Pennsylvania. Blair Lough played on the offensive line for the same team.
- Ellen Rader graduated from Duke University.
- Dave Kuykendall was in the University of Maryland Marching Band where he played tuba.
- Granville Campbell is related to former Major League player Chili Davis.

(More next time)



## **2005 Erosion-and-Sediment-Control “Responsible Personnel” (“Green Card”) Certification Program**

“Responsible Personnel” training provides participants with valuable information regarding the proper construction, implementation, and maintenance of sediment-control measures. The program, sponsored by the Division of Land Development, is intended to benefit personnel from land-development, engineering, and excavation firms. The training involves attending the four-and-a-half-hour course and completing an examination. Two weeks after course completion, participants receive a certification card (Green Card).

The class is held in the Department of Permitting Services Seneca Conference Room from 8:00 a.m. until 12:30 p.m. The class tuition is \$30.00 and includes a copy of the “Sediment Control Handbook.” Payment for the class must be received two weeks prior to the class date.

Classes for this year are scheduled for February 24, March 24, April 21, and May 19, 2005. To register, call 240-777-6328.

### **Montgomery County Policy For Sump-Pump Discharges**

This article provides details about the requirements for discharging sump pumps into the public right-of-way. Citizens are often unaware of these requirements, or may not realize that their sump pumps are discharging onto public property.

The Montgomery County Code requires that a permit be obtained to place any object or structure in a County right-of-way.

A right-of-way is a strip of land occupied by a road, sidewalk, utility pipeline or other special use that the County “owns” and regulates. A right-of-way normally extends 10 to 17 feet beyond the edge of the paved roadway into the frontage of adjacent property.

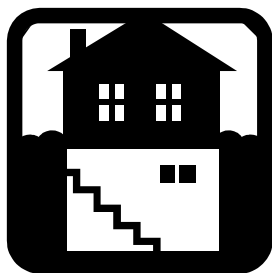
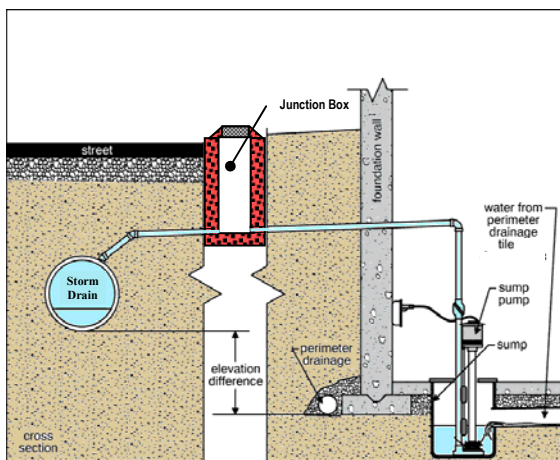
Sump-pump discharges into rights-of-way must be regulated to protect public safety and prevent the creation of public nuisances. (NOTE: Property owners with sump-pump drainage pipes located in the County right-of-way must execute a “Declaration of Covenants” for maintenance of the system and indemnification of the County.)

There are several permissible ways to discharge a sump pump into a right-of-way. These include: Discharge to an existing public underground storm-drain pipe, inlet, or manhole: This option requires that the private discharge pipes have back-flow-prevention valves to prevent public-storm-drain discharges from entering private outfall pipes.

Discharge to a curb outlet: This type of installation involves installing the sump-pump-discharge pipe through the curb to allow the sump-pump drainage to flow into the gutter adjacent to the curb and then to an existing storm-drain system. This type of connection is approved on a case-by-case basis, because it could create icy road conditions should the discharge freeze during cold weather.

Discharge to an outfall in the roadside swale on roadways without curbs: With this option, appropriate measures must be taken to ensure that the discharge does not erode the swale. Erosion-control measures may require the installation of a paved flume or specialty erosion-control mattings.

Discharge into the right-of-way alternatively: If sump-pump connections to storm-drain systems, curbs, and roadside swales are not possible, then private sump-pump discharge pipes may be installed in other ways approved by the County, as long as the connections will not cause icing or erosion problems.



## **PROFICIENCY ADVANCEMENTS**

Proficiency advancements are non-competitive promotions that recognize an employee's readiness to assume the duties of the mid-level or highest classification at which his or her position has been budgeted. Most proficiency advancements in DPS require completion of occupationally-specific certification requirements for promotion to the highest classification level.

We are pleased to announce that Tom Woodhouse, Division of Land Development, has been proficiency advanced to Permitting Services Inspector III. Tom's proficiency advancement was effective December 12, 2004.

Please join us in congratulating Tom.



## **BELLAFIORE RECIEVES MBOA AWARD**

On December 3, 2004, Permitting Services Inspector III Vito Bellafiore was named "Inspector of the Year" by the Maryland Building Officials' Association ("MBOA").

Vito received the award for his exemplary performance for the past year, especially during a period of diminished staff resources. He successfully managed the workload for three of four service areas for several weeks when the complement of mechanical inspectors was reduced by half. Despite this ponderous workload, Vito performed his duties with geniality, depend-



ability, efficiency, and professionalism and never complained about his additional responsibilities.

Vito began his career as a mechanical inspector with DPS in March of 2002. He passed five International Code Council (“ICC”) certifications examinations to be certified as a Permitting Services Inspector III. His supervisor is Permitting Services Manager Phil Waclawski.

Established in 1971, the MBOA is a professional organization comprised of over 400 county and municipal code-enforcement officials from across the state. The mission of the organization is to promote professionalism and consistency in the application and enforcement of building codes. To accomplish this mission, MBOA sponsors statewide education programs, disseminates code-related information, and reviews and comments on legislation.

MBOA is a chartered chapter of the ICC.



## **CONSTRUCTION COURSES AT MONTGOMERY COLLEGE**

Montgomery College would like our readers to know that it offers day and evening courses in construction as part of its Management of Construction program. Students have the option to pursue a Construction Management certificate or degree, or enroll in specific courses to upgrade their knowledge of construction theory and practice.

### **SPRING SEMESTER COURSES:**

Construction Methods and Materials	Day/Evening
* Construction Plan Reading	D/E
* Construction Field Operations	E
* Computers in Construction	D
* Construction Management	E
* Construction Estimating	E
* Construction Planning & Scheduling	D
* Building Codes and Inspections	E

### **FOR MORE INFORMATION:**

Contact the Management of Construction program coordinator Mario Parcan at [Mario.parcan@montgomerycollege.edu](mailto:Mario.parcan@montgomerycollege.edu) or call him at (301) 251-7616.

# DPS QUIK PICS



Halloween at DPS.



Thanks to Senior Permitting Services Specialist "Santa Steve" King and his helper, Toys for Tots received a record number of toys this year.



Zoning Permitting Services Inspector Barbara Piczak made a custom Holiday Tree with construction-related trinkets.



DPS dressed up for its annual Employee Appreciation Dinner. Permitting Services Specialist Waseem Kahn receives one of 10 annual-leave prizes awarded during the dinner.

Department of Permitting Services  
255 Rockville Pike, Second Floor  
Rockville, Maryland 20850-4166

PRSRT STD  
U.S. Postage  
**PAID PAID**  
Rockville MD  
Permit No. 138

**DPS MAIN TELEPHONE NUMBER**  
**(240) 777-6300**

<b>(240) 777-6210</b>	<b>To: Schedule an Inspection</b>	<b>Cancel an Inspection</b>	<b>Find the status of a permit</b>	<b>Receive documents via fax</b>
<b>(240) 777-6259</b>	Complaints			
<b>(240) 777-6370</b>	Questions related to residential building permits (new construction, additions, alterations, sheds, decks, fences, swimming pools), commercial building permits, demolition permits, fire-alarm permits, fire-sprinkler permits, Use-and-Occupancy Certificates, and Historic Area Work Permits			
<b>(240) 777-6320</b>	Questions related to subdivision development, permits to work in the right-of-way, stormwater-management concepts, sediment-control permits, and well-and-septic permits			
<b>(240) 777-6240</b>	Questions related to zoning, setbacks, information, building-height restrictions, special exceptions, electrical permits and licenses, mechanical permits, vendor licenses, sign permits, and Permitting Services records			
<b>(240) 777-6260</b>	Division of Casework Management			
<b>(240) 777-6350</b>	Division of Land Development			
<b>(240) 777-6200</b>	Division of Building Construction			
<b>(240) 777-6360</b>	Office of the Director			
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